Jazz Ensembles Manager/Office Assistant – Jazz Studies

<table>
<thead>
<tr>
<th>No. of Jobs Available:</th>
<th>2</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Olivia Porada, Production and Administrative Director</td>
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<tr>
<td>Contact:</td>
<td><a href="mailto:olivia.porada@necmusic.edu">olivia.porada@necmusic.edu</a></td>
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**Job Summary:**

- Collect attendance from ensemble coaches when scheduled to work. (Ensembles meet on a daily basis from 9:30 – 11:30am and on Monday evenings from 6:30 – 8:30pm)
- Maintain ensemble attendance database.
- Submit weekly attendance reports to chair and administrative director (list of absences, subs, lateness, etc.)
- Assist with concert production tasks such as creating stage diagrams and gathering program information
- Assist with other office duties as assigned

Position starts on 9/7/2021 and this is an on-campus position.

$14.25 per hour.

**Qualifications:**

Qualifications include: Attention to detail; Discretion with confidential information; Punctuality; Ability to work well with others; working knowledge of Excel and Microsoft Word; working knowledge of Mac Operating Systems; Database management; Ability to work 10-15 hours per week.

**How to Apply:** Please submit resume and brief introduction to olivia.porada@necmusic.edu.